



King County
Department of Development
and Environmental Services
 900 Oakesdale Avenue Southwest
 Renton, Washington 98057-5212
 206-296-6600 TTY Relay: 711

PRE-SUBMITTAL SERVICES – Request Form

Print on legal-size (8½ x 14”) paper only.

Pre-Submittal Services Request Form

The Pre-Submittal Services (PSS) process is designed to provide advance screening of permit applications prior to actual permit intake. The PSS process will provide applicants with specific feedback and identify technical red flags before the applicant submits the formal permit application. This feedback will allow the applicant to prepare a more complete and accurate application package which should make the permit review process more efficient and faster. A non-refundable fee of \$357.00 is due at PSS submittal, however upon formal permit application submittal this fee will be credited towards the permit application fees.

(to be filled out by King County DDES)

Pre-Application Number Reviewers Assigned Date Assigned Meeting Date

Please Print:

| | | | |
|---------------------------|---------|-------------------|--|
| Applicant Name: | Date: | | |
| Mailing Address: | Phone: | | |
| | Fax: | | |
| | E-mail: | | |
| Project Name: | | | |
| Detailed Scope of Work: | | | |
| Project Address/Location: | | Parcel Number(s): | |

Please list any advance concerns or questions for the reviewers:

Prior to meeting with the reviewers, the Pre-Submittal Services review fee of \$357.00 (includes 5% surcharge) shall be submitted with this form. Make checks payable to “King County Office of Finance.” This fee must be submitted with the completed forms in person. Once the completed form, project proposal documents, and fee have been received, the submittal materials can be formally screened.

Critical Area Disclaimer:

The undersigned applicant acknowledges:

- 1. That to the best of the applicant's knowledge, any critical areas on the development proposal site have not been illegally altered; and*
- 2. That the applicant has not previously been found in violation of critical areas regulations for any property in King County, or alternatively, that if there have been any violations, such violations have been cured to the satisfaction of King County.*

By signing this form below, the applicant accepts **financial responsibility for all fees** associated with this action and will be mailed any refunds or invoices to the address above. The applicant also acknowledges that information provided at this meeting is subject to change if undisclosed features and/or issues are discovered on the subject property at a later date.

Signature of Applicant

Print Name

Date



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Instructions for Pre-Submittal Services (PSS)

Services Available at DDES

DDES offers many free bulletins that deal with construction and land use issues, which may answer your questions. These bulletins are available:

- From the DDES Web site at www.kingcounty.gov/permits
- In the lobby at our main office in Renton
- By calling 206-296-6600 and requesting them

See also the Pre-Submittal Services – Information and Submittal Checklist form for further information on the Pre-Submittal Services process.

The cost of the Pre-Submittal Services will be charged at a standard fee of \$357.00 (includes 5% fee surcharge).

Follow these steps for Pre-Submittal Services:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Review Pre-Submittal Services Information and Submittal Checklist form to determine if you need PSS |
| <input type="checkbox"/> | Fill out the Request Form on the back side (page one) of this document |
| <input type="checkbox"/> | Include with this completed Request Form – one set of all of the pre-submittal items for your selected permit type as shown on Page 2 of the Pre-Submittal Services Information and Submittal Checklist form |
| <input type="checkbox"/> | Include the Pre-Submittal Services review fee of \$357.00 (includes 5% fee surcharge). Make checks payable to “King County Office of Finance.” |
| <input type="checkbox"/> | Bring all items in person to: King County DDES Attn: Permit Center 900 Oakesdale Avenue SW Renton, WA 98057-5212 |

PSS PROCESS: STEPS FOR THE APPLICANT

1. Review the PSS instruction forms, confirm proposal requires the PSS process, and prepare pre-submittal materials based on the PSS checklist.
2. When ready, have PSS materials checked for general completeness based on the items listed on the PSS checklist between 9:00 a.m. and 3:00 p.m. each business day at DDES.
3. Customers with complete PSS application materials, including the \$357.00 review fee, may then proceed to sign-up for formal PSS screening. Customers with incomplete PSS application materials may ask for free technical assistance.
4. Complete PSS applications will be formally screened for technical and submittal issues. If any technical or submittal issues are found then the PSS customer will be given a written record of what issues and concerns need to be addressed prior to PSS approval and permit application.
5. Complete screened PSS applications will be processed in the order received on the sign-up list starting at 9:00 a.m. and ending at 3:00 p.m.
6. If the PSS submittal is deemed appropriate for permit intake then the PSS customer will be given an approval form that will allow them to arrange formal permit intake.

Check out the DDES Web site at www.kingcounty.gov/permits